

Public School Interaction with the Colorado Address Confidentiality Program

Public schools may encounter program participants who are students, parents, or school personnel. Though the number of participants in any district may be small, their security needs will be great. They will appreciate your sensitivity and thoughtfulness when responding to their request for confidentiality.

Like other state and local government agencies, public schools must accept the ACP substitute address in lieu of the student's actual address. §24-30-2108(9), C.R.S.

Each ACP participant is issued an ACP authorization card. Schools can ask to see the card and can make a copy of the card for the student's file. By law, if an ACP participant presents a current, valid authorization card, public schools must accept and use the substitute address reflected on the front of the card for all internal and external records. §24-30-2108(2), C.R.S.

Here is what an ACP authorization card looks like:

State of Colorado
Address Confidentiality Program

Pursuant to §24-30-2101 C.R.S., the following person is authorized to use the following substitute address for all legal purposes:

Participant Name
1001 East 62nd Avenue, Apt #0000
Denver, Colorado 80216

Expiration date:
00/00/00

Signature of Participant or Parent/Guardian

"When a program participant submits a current and valid address confidentiality program authorization card to the agency, the agency shall accept the substitute address...as the participant's residential, work, or school address when creating a new public record..." §24-30-2108 C.R.S.

This address shall be used as the participant's only address of record and must be used on all correspondence.

Questions regarding the program or the use of this card:
please call (303) 866-2208 toll-free at (888) 341-0002
e-mail acp@state.co.us www.acp.colorado.gov

Authorization # 600000000

Schools can contact the ACP for verification that the card is current and valid. The ACP laws, in their entirety, can be found beginning at §24-30-104, C.R.S.

School District Eligibility and Transfer of Student Records

Like all other public school students, school district eligibility is based on the participant's actual address. The law states:

"A school district shall accept the substitute address as the address of record and shall verify student enrollment eligibility through the executive director or his or her designee. The executive director or his or her designee shall facilitate the transfer of student records from one school to another" §24-30-2108(9), C.R.S.

School Request for Enrollment Eligibility

There are two ways for schools to request verification that a student is enrolling in the correct school.

1. Submit the Request for Verification of School Enrollment Eligibility form. Complete the top portion of the "Request for District Eligibility" form and fax the form to: (303) 866-3946.

2. Contact the ACP at 303-866-2208 or 1-888-341-0002 to request ACP verification of enrollment eligibility. If no one is available to take your call, please leave a message containing the name of the person requesting the information, the requesting school and the student name and date of birth.

Please enroll the student while the verification process is pending. The ACP will notify the school of eligibility findings in writing.

School Requests for Student Records

The ACP will request the transfer of student records from the previous school to the new school upon receiving a **“Request for School Records”** from the parent or legal guardian. ACP participants have this form in their welcome packet. Parents should submit this request for to the ACP. The ACP will request student records from the previous school and will forward them to the new school.

Emergency Contact Information

ACP participants (or their parent or guardian) should provide schools with emergency names and contact information, such as telephone numbers for responsible individuals at non-confidential phone numbers, just like any other student. The ACP phone number should not be used as a participant contact number.

School Transportation

If a student requires school-provided transportation, the ACP participant (or the parent or guardian) should provide the minimum amount of information necessary for the school to provide the service. Any information provided by the participant (such as participant address, city, county, or phone number) is confidential and should be kept in a secure location.

School Directory

Unless notified otherwise, please presume that an ACP participant student has opted out of school directory listings.

If you have additional questions, please contact the ACP at:

The Colorado ACP, 1001 E. 62nd Avenue, Denver, CO 80216
Phone: 303-866-2208
Fax: 303-866-3946